

APPENDIX E-509 P

MANUAL REQUISITION FOR RECOUPMENT OF DoD EXCESS MATERIEL

1. FORM USED

DoD Single Line Item Requisition System Document, (Manual) (DD Form 1348).

2. REASON/CRITERIA FOR PREPARATION

DD Form 1348 is prepared and submitted when materiel which has been placed on a Disposal Directive and dropped from stock records has been accepted by the PDO and recoupment of this materiel from the PDO is required. Refer to DLAM 4140.2, Volume II, Part 1, Chapter 12.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. Preparation and processing of the DD Form 1348 is the responsibility of the IM in the respective branches of Inventory Management Divisions, DSO.

b. The Supply Clerks in the Receipts and Due-In Section, Inventory Accounting Branch (IAB), Stock Control Division, have the responsibility for establishing the Due-In from Recoupment and any manual reversals required. Mechanical reversals will occur when the Due-In File record is 120 days old or when a DIC D6J receipt transaction is processed and there is a residual balance open.

4. PROCEDURE/INSTRUCTIONS FOR PREPARATION OF FORM

a. SOURCE OF INFORMATION

The DD Form is prepared from information obtained from the initial Disposal Directive prepared when materiel was declared excess. This source document may be obtained from the Item Jacket Folder or Suspense File. If not available, the following steps must be taken:

(1) Obtain the date of the last DIC A5J disposal transaction which caused a DIC ARJ, ARK, or ARL disposal confirmation to record the latest DATE OF LAST DISPOSAL in section I of the SSCS.

(2) Contact responsible IAB Supply Clerk to determine if that clerk either has or is requesting an appendix F-110, Transaction History File (THF), printout for a time period that would include a record of the last DIC A5J transaction.

(3) If a THF is not available, prepare a DIC ZQA, appendix B-104, THF inquiry to obtain the document number of the last DIC A5J.

(4) Prepare a DIC ZCW, appendix B-155, inquiry to obtain an appendix F-114, Requisition Control/Status Printout, for the DIC A5J document number recorded in the THF.

(5) If the appendix F-114 reveals that the MTD for Purpose Code M materiel has not been reached, or a Materiel Release Confirmation, DIC AR0, for all other materiel has not been received, prepare a DIC AC1 IAW appendix E-017 P to cancel the DIC A5J.

(6) If the PDO has the accountability for the materiel, continue with the preparation of the DD Form 1348 utilizing the appendix F-114 data to complete Blocks L and V.

b. Preparation of Form:

Prepare or complete DD Form 1348 as follows:

<u>BLOCK NUMBER</u>	<u>TITLE/INSTRUCTIONS</u>
A	Send To - Enter the in-the-clear activity address of the PDO to which the requisition is forwarded.
B	Requisition is From - Enter the in-the-clear name and address of the DSC which is ordering materiel returned to the Distribution Supply System.
C thru K	Leave blank.

<u>FIELD POSITION(S)</u>	<u>TITLE/INSTRUCTIONS</u>
1-3	Document Identifier Code - Enter DIC AOE.
4-6	Routing Identifier Code - Leave blank.
7	Media and Status Code - Enter M&S Code 0.
8-20	National Stock Number - Enter NSN of the item to be returned.
21-22	(Optional, otherwise, leave blank).
23-24	Unit of Issue - Enter the catalog UI abbreviation.
25-29	Quantity - Enter the quantity to be returned.
30-43	Document Number - Enter the assigned number in the columns as indicated below:
(30-31)	Military Service (pos. 30) or FEDSTRIP AGENCY (pos. 30 and 31).
(31-35)	Requisitioner (pos. 31-35) or FEDSTRIP ADDRESS (pos. 32-35).
36-39	Julian date as follows:
(36)	Enter the last digit of the calendar year.

<u>FIELD POSITION(S)</u>	<u>TITLE/INSTRUCTIONS</u>
(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, and the 1st of February is expressed as 032).
(40-43)	Serial Number - Enter the 4-position serial number of the recoupment action. Enter the code in the first position of the serial number that is appropriate from the Alphabetic Codes listed in appendix C-2, Document Number Entries.
44	Demand Code - Leave blank.
45-50	Supplementary Address - Enter AAC of the distribution activity which is to receive the materiel.
51	Signal - Enter Signal Code M (return to address shown in blocks 45-50).
52-53	Fund Code - Leave blank.
54-56	Distribution Code - Leave blank.
57-59	Project Code - Enter the project code; otherwise, leave blank.
60-61	Priority - Enter the appropriate IPD.
62-64	Required Delivery Date - Enter the standard terminal date for the IPD shown in block 20.
65-66	Advice Code - Enter the Advice Code; otherwise, leave blank.
67-80	For pos. 67-80, enter data as follows:
(67-69)	Leave blank.
(70)	Purpose Code for item that is requisitioned.
(71)	Condition Code - Condition Code of materiel to be returned (will be the same as originally transferred).
See appendix C-2, DOCUMENT NUMBER ENTRIES for Alphabetic Codes.	
(72)	Management Code if appropriate; otherwise, leave blank.
(73-80)	Leave blank.
L thru V	Shipping Instructions - Enter this instruction: Return DoD excess materiel transferred on document number (insert) the document number of the Disposal Directive by which the materiel was originally

FIELD

POSITION(S)

TITLE/INSTRUCTIONS

transferred to the PDO) in the quantity and condition specified in Data Block 8 and pos. 71 of Block 23, respectively. Enter the DSC fund citation (obtained from the A&F Division, Office of Comptroller) chargeable for Packaging, Handling, and Crating (PH&C), and transportation costs incurred.

c. Distribution of Form:

The completed DD Form 1348 will be distributed as follows:

(1) Original and one copy to the PDO who is to return the materiel.

(2) Third Copy - To the Item Jacket Folder or an established Suspense File pending receipt of the materiel.

NOTE: Third Copy for those items having an annual demand (A/D) of over \$400.00 will be maintained in an Item Jacket Folder, while those with an A/D of less than \$400.00 will be maintained in a Suspense File within the applicable branch.

(3) Fourth Copy - To the Receipts and Due-In Section, Inventory Accounting Branch, Stock Control Division, to be used for establishing a Due-In from Recoupment in the Due-In File. The Due-In is established by means of appendix B-42 of this manual and will automatically cause the computer to produce a Prepositioned Materiel Receipt Card (PMRC), appendix B-19. This PMRC is forwarded to the distribution activity for use in preparing a Materiel Receipt Transaction when the materiel is received by the distributing activity.

(4) Fifth Copy - to the A&F Division, Office of Comptroller.

5. DISPOSITION OF FORM AFTER FINAL ACTION

The Inventory Manager will, at the time of preparation of the DD Form 1348, establish a 30 day suspense date. Upon expiration of the 30 days he will interrogate the Due-In File to determine if the distribution activity has received the materiel. A Due-In File Printout Inquiry List, appendix F-184 may be obtained by preparing a Due-In File Inquiry Form in accordance with appendix B-117, citing DIC ZCJ and appropriate action code. (See appendix A-42 for definition of action codes.) Forward the Due-In File Inquiry Form to the Office of Data Systems for processing. If the materiel has been received, remove the DD Form 1348 from the Item Jacket Folder or Suspense File as a completed action. If record has not been closed in Due-In File upon expiration of the suspense date, followup to PDO to determine why return of materiel has not been completed.

NOTE: The distribution activity receiving the materiel will furnish an MRC for the quantity received from the PDO. This quantity will process to the Inventory Control Record as an increase. In the event the quantity received is less than the quantity due-in, a Due-In Reversal Transaction will be mechanically processed.

6. FLOWCHART

Flowchart not required.